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UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Marketing Service  
Washington 25, D. C.

AMS INSTRUCTION No. 272-2

ACTION BY: All Divisions and Offices

Annual Report of Records Holdings

I PURPOSE

This Instruction outlines procedures for preparing and submitting the annual report of records holdings as of the end of each fiscal year.

II NATURE OF REPORT

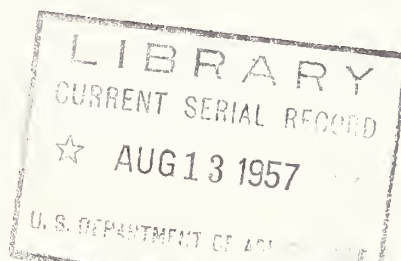
The General Services Administration, under authority of the Federal Records Act, requires that each Federal agency submit a statistical summary of records holdings and disposition at the close of each fiscal year. This report shows (1) the volume of records on hand at the beginning and end of each fiscal year, and (2) the volume accumulated and disposed of during the fiscal year.

III RESPONSIBILITY FOR REPORTING AND DATE REPORT IS DUE

A Field Offices. All field offices (including offices located at Beltsville, Md.) shall submit a report on their records holdings to the Area Administrative (AA) Division serving them. The report shall be forwarded to reach the AA Division by July 23.

B AA Divisions. AA Divisions shall furnish the Administrative Services (AS) Division a consolidated report, by August 6, for all offices served by them.

C Washington Divisions. Washington divisions shall submit their reports on Washington records to the AS Division by August 6.



DISTRIBUTION: A,D,M4,(O4,R,S, Field only) plus R,S, Beltsville, Md. Page 1  
6-21-56

(III)

D Office of the Administrator and Staff Offices. The AS Division shall be responsible for preparing the report for the Office of the Administrator and the staff offices.

IV MATERIAL TO BE REPORTED

A Records. Include in the report all records as defined in Sec. IV A of AMS Instruction No. 272-1, Records Disposition - Field, whether maintained in filing equipment, open shelving, packages, etc.

B Nonrecords. Nonrecords, as defined in AMS Instruction No. 272-1, are materials which serve purposes other than "record" purposes. However, certain materials classed as nonrecords for disposition purposes shall be included in reports of records holdings. The following is given as a guide.

1 Material To Be Included.

a Reference Files. Any files of published or written materials used as reference aids in connection with the functions of the office, provided such materials are maintained in filing equipment.

b Other Material. Extra copies of correspondence, executed forms, indexes, chronological or cross reference files, tickler files, and other similar items used as adjuncts to the record material, or interfiled or intermingled with such material.

2 Material To Be Excluded. Do not include:

a Stocks of blank forms, publications, and processed documents preserved for supply purposes.

b Printed books and other bound printed volumes, or reproduced reference materials not maintained in filing equipment.

V DATA ON RECORDS DISPOSED OF DURING THE YEAR.

All reporting offices shall keep a record of significant amounts of material destroyed or disposed of as waste paper during the year. This information will then be available for item 2 of the report (see Exhibit A).

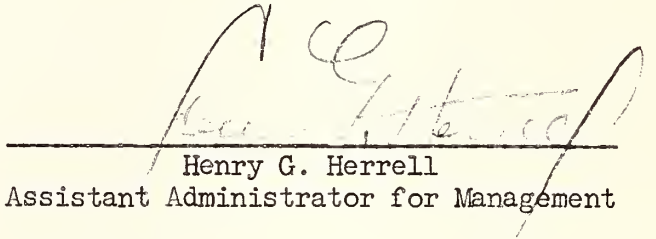
## VI PREPARATION OF REPORT

A Form To Be Used. Form AMS-392, Annual Report of Records Holdings, shall be used. Exhibit A illustrates the preparation of the report. The form shall be prepared in duplicate, with one copy retained in the preparing office for use in preparing the following year's report.

B Field Offices. Field offices shall prepare Form AMS-392 according to instructions contained on the reverse of the form.<sup>1/</sup> Field offices which cannot locate their copies of Form AMS-392 prepared for the preceding year's report should contact the appropriate AA Division to obtain the amount of records reported on hand as of the end of the preceding fiscal year, or for any other assistance.

C AA Divisions. AA Divisions shall include data for their own records holdings in the consolidated report for field offices served by them.<sup>1/</sup>

D Washington Divisions. Washington divisions shall prepare only information to be reported on lines "2" and "4" of the form. Lines "1," "3," and "5" of the form shall be compiled and reported by the Records and Communications Branch, AS Division. Personnel of that Branch shall work with the Washington divisions to assist them in compiling the report and to supply them with additional data where necessary.

  
Henry G. Herrell

Assistant Administrator for Management

Attachment

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<sup>1/</sup> If any records have been transferred to other than Federal Records Centers (see Sec. VI B and C of AMS Instruction No. 272-1), such records shall be included in item 3 of the report, and a note attached giving the amount in cubic footage and explaining the transfer.





FORM AMS-392 (5-26-54)		U. S. DEPARTMENT OF AGRICULTURE AGRICULTURAL MARKETING SERVICE		REPORTING DIVISION OR OFFICE Food Distribution Division	DATE June 30, 1956
ANNUAL REPORT OF RECORDS HOLDINGS YEAR ENDING JUNE 30, 19__				BRANCH	
				LOCATION (CITY AND STATE) Atlanta, Georgia	
NOTE: See instructions on reverse side. Prepare in duplicate. Retain one copy in office of origin.					
1. Records on hand, July 1, 19 <u>55</u>					CUBIC FEET <u>1/</u> 322
2. Records disposed of during year					32
3. Records transferred to GSA Records Center					41
4. Records accumulated during fiscal year (estimated)					69
5. Records on hand, June 30, 19 <u>56</u>					318
SIGNATURE OF PERSON MAKING REPORT <i>John C. Doe</i>				TITLE Area Field Supervisor	
NOTE: For purposes of this report, cubic feet may be calculated according to the following table of equivalents: Letter-size filing cabinets (filled but workable) - 1 1/2 cu. ft. per drawer. Legal-size filing cabinets (filled but workable) - 2 cu. ft. per drawer. Tabulating card box - 1/5 cu. ft. Tabulating cards - 10,000 cards equal 1 cu. ft. 12-inch 3 x 5 file drawer - 1/10 cu. ft. 12-inch 4 x 6 file drawer - 1/6 cu. ft. 12-inch 5 x 8 file drawer - 1/4 cu. ft. Map cases and other outsized equipment, or containers - cubic measurement of inside of containers.					
<u>1/</u> Where exact figures can not be given, an estimate that is nearly accurate as possible may be substituted.					

AGRI-WASH

FORM AMS-392 (REVERSE)

## INSTRUCTIONS

- Line 1. Take figure from the report for the previous fiscal year showing volume on hand at end of fiscal year.
- Line 2. Include only amount of records destroyed or disposed of as waste paper.
- Line 3. Obtain information from copies of GSA shelf lists provided your offices. Count each GSA container as 1 cubic foot.
- Line 4. Self explanatory. This figure will be estimated.
- Line 5. Actual amount on hand at end of reporting period. Line 1 minus lines 2 and 3, plus line 4 will equal line 5.

